

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Chief Deputy Administrator,  
Correctional Program, CEA  
Statewide

**FINAL FILING DATE:** **CONTINUOUS FILING**

**SALARY RANGE:** **\$9,186 - \$10,247**

### **DUTIES/RESPONSIBILITIES:**

The Chief Deputy Administrator, Correctional Program (Working Title: Chief Deputy Warden), plans, organizes, directs, and coordinates all correctional, business management, work-training incentive, educational services and related programs within a correctional institution; directly supervises all institutional staff; serves as a member of the Warden's policy-setting executive staff; represents the Warden in policy and decision-making meetings within the institution, the department, and with other agencies and organizations; acts as the Warden in his/her absence; develops, interprets, and administers policies and procedures governing the operation of an institution; administers a comprehensive, long-range program for the custody, housing, classification, work, academic and vocational education and training, and discipline and appeals of inmates; administers the activities of inmates; administers the business management activities of the institution; administers the institution's programs for recruitment and selection, equal employment opportunity and labor relations; and coordinates the institution's programs with other institutions and department programs to ensure operational effectiveness.

### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**The Chief Deputy Administrator, Correctional Program, CEA is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.**

**PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and

motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

#### **DESIRABLE QUALIFICATIONS:**

1. Broad and extensive administrative experience managing a comprehensive program for the custody, housing, classification, work, academic and vocational education, discipline and appeals of inmates and offenders.
2. Experience in planning, organizing, directing, or coordinating major correctional programs, i.e., correctional business management, education, medical and allied services, or related programs which has lead to a broad based understanding of institutional operations.
3. Demonstrated experience in developing cooperative working relationships with advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.
4. Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with inmates, staff, the public, other law enforcement and governmental agencies.
5. Ability to analyze complex problems and recommend and/or implement an effective course of action.
6. Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief Deputy Warden.
7. Demonstrated experience in applying principles and techniques of personnel management and supervision, staff development, and position control.

#### **EXAMINATION INFORMATION:**

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to each desirable qualification identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. In the statement of qualifications, the desirable qualifications MUST be addressed and numbered in the same order as is listed and must not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**
- A Conditions of Employment – Form 631 indicating employment location preference(s).

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

## **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Chief Deputy Administrator, Correctional Program, CEA vacancies throughout the State. Names of successful candidates are merged into the list in order of final scores, regardless of dates. Eligibility expires 24 months after establishment of eligibility. Applicants will be eligible for reexamination once every six months. Testing cycles for this examination will be conducted on a quarterly basis. For information regarding the California Department of Corrections and Rehabilitation institution locations, please log onto [www.cdcr.ca.gov](http://www.cdcr.ca.gov). If you should have any questions regarding the examination process, please contact Toni Dodds at (916) 322-9223 or [toni.dodds@cdcr.ca.gov](mailto:toni.dodds@cdcr.ca.gov).

## **FILING INSTRUCTIONS:**

Standard State Applications (Form 678), resumes, and Statement of Qualifications will be accepted on a continuous basis by the Department of Corrections and Rehabilitation, Office of Executive Appointments and Administration, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 522-N, Sacramento, California.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address listed above for Office of Executive Appointments and Administration.

## **GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**This bulletin cancels and supersedes any previously issued  
Chief Deputy Administrator, Correctional Program, CEA bulletins.**

***DEPARTMENT OF CORRECTIONS AND REHABILITATION***

*Vision: A safer California through correctional excellence.*

*Mission: We protect the public by safely and securely supervising adult and juvenile offenders, providing effective rehabilitation and treatment, and integrating offenders successfully into the community.*

**EXAMINATION TITLE:**

Chief Deputy Administrator, Correctional Programs, CEA

**NAME (PLEASE PRINT - FIRST, MI, LAST):**

If you are successful in this examination, your name will be placed on an active employment list and utilized to fill vacancies. Before you mark this form, please consider relocation and distance. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 10 different locations. If you choose more than 10, you will be certified for anywhere in the State.

**LOCATIONS IN WHICH YOU ARE WILLING TO WORK**

PLEASE CHECK YOUR CHOICES - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT CHECKED

☐ **ANYWHERE IN THE STATE** - If checked, no further selection is necessary.

**NORTHERN REGION**

- ☐ **California Correctional Center, (CCC)**  
Susanville, Lassen County
- ☐ **High Desert State Prison, (HDSP)**  
Susanville, Lassen County
- ☐ **Pelican Bay State Prison, (PBSP)**  
Crescent City, Del Norte County

**CENTRAL REGION**

- ☐ **California Medical Facility, (CMF)**  
Vacaville, Solano County
- ☐ **California State Prison - Sacramento, (SAC)**  
Represa, Sacramento County
- ☐ **California State Prison - San Quentin, (SQ)**  
San Quentin, Marin County
- ☐ **California State Prison - Solano, (SOL)**  
Vacaville, Solano County
- ☐ **Central California Women's Facility, (CCWF)**  
Chowchilla, Madera County
- ☐ **Correctional Training Facility, (CTF)**  
Soledad, Monterey County
- ☐ **Deuel Vocational Institution, (DVI)**  
Tracy, San Joaquin County
- ☐ **Folsom State Prison, (FSP)**  
Represa, Sacramento County
- ☐ **Mule Creek State Prison, (MCSP)**  
Ione, Amador County
- ☐ **Northern California Reentry Facility, (NCRF)**  
Stockton, San Joaquin County
- ☐ **Pleasant Valley State Prison, (PVSP)**  
Coalinga, Fresno County
- ☐ **Salinas Valley State Prison, (SVSP)**  
Soledad, Monterey County
- ☐ **Sierra Conservation Center, (SCC)**  
Jamestown, Tuolumne County
- ☐ **Valley State Prison for Women, (VSPW)**  
Chowchilla, Madera County

**SOUTHERN REGION**

- ☐ **Avenal State Prison, (ASP)**  
Avenal, Kings County
- ☐ **California Correctional Institution, (CCI)**  
Tehachapi, Kern County
- ☐ **California Institution for Men, (CIM)**  
Chino, San Bernardino County
- ☐ **California Institution for Women, (CIW)**  
Frontera, San Bernardino County
- ☐ **California Men's Colony, (CMC)**  
San Luis Obispo, San Luis Obispo County
- ☐ **California Rehabilitation Center, (CRC)**  
Norco, Riverside County
- ☐ **California State Prison - Corcoran, (COR)**  
Corcoran, Kings County
- ☐ **California State Prison - Los Angeles, (LAC)**  
Lancaster, Los Angeles County
- ☐ **California Substance Abuse Treatment Facility, (SATF)**  
Corcoran, Kings County
- ☐ **Calipatria State Prison, (CAL)**  
Calipatria, Imperial County (North)
- ☐ **Centinel State Prison, (CEN)**  
Seeley, Imperial County (South)
- ☐ **Chuckawalla Valley State Prison, (CVSP)**  
Blythe, Riverside County
- ☐ **Ironwood State Prison, (ISP)**  
Blythe, Riverside County
- ☐ **Kern Valley State Prison, (KVSP)**  
Delano, Kern County
- ☐ **North Kern State Prison, (NKSP)**  
Delano, Kern County
- ☐ **R. J. Donovan Correctional Facility, (RJD)**  
San Ysidro, San Diego County
- ☐ **Wasco State Prison - Reception Center, (WSP)**  
Wasco, Kern County

**HEADQUARTERS**

- ☐ **California Out-of-State Correctional Facilities, (COCF)**  
Sacramento, Sacramento County
- ☐ **Female Rehabilitative Community Correctional Centers, (FRCCC)**  
Sacramento, Sacramento County
- ☐ **Office of Reentry Facilities, (ORF)**  
Sacramento, Sacramento County

Please notify the Office of Executive Appointments, Department of Corrections and Rehabilitation promptly of address or location preference changes.

REVISED 7/27/2010

